



Human Resources

949 West Alameda Street, Santa Fe, NM 87501

Phone: 505-992-9880 Fax: 992-9895

E mail: www.santafecountynm.gov

Job Title: Maintenance Technician
Department/Division: PSD/Corrections
Salary: \$12.9111/hr - \$19.3667/hr **Range:** 13
Position Status: Full-Time/Classified
FLSA Status: Non Exempt
Closing Date: January 31, 2017
Job #: 1-2017-023

Primary Purpose:

Maintains, up keeps, and repairs Adult Detention facilities and grounds.

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Maintains repairs and makes improvements to ADF County owned or operated facilities. Evaluates situations to determine appropriate maintenance; cleans, preps, and paints performs minor electrical repairs; performs welding to equipment, buildings, bridges as needed; installs drainage culverts; forms and pours cement; constructs a variety of fences; performs masonry constructions and repairs; performs some landscaping; applies paint to a variety of surfaces; constructs and installs informative signs; maintains sprinkler systems; maintains and repairs a variety of power tools, electric pumps and motors; repairs and replaces locks; performs carpentry work; may operate light and/or heavy equipment; performs minor plumbing; repairs faucets, toilets; sweats and repairs copper pipes; change out and repair water fountains; installs guardrails, bridge rails, gabions, concrete structures and cattle guards; cuts and repairs concrete pavement; and performs routine security checks
- Performs maintenance and improvement projects
- Computer skills; issues tools and equipment to staff; orders supplies to keep adequate stock (Any one position may not perform all duties listed nor is this inclusive of all duties performed).

Knowledge and Skills:

- Working knowledge of building, trail, and park repair, including painting, carpentry, and minor grading operations of blueprints and sketches; of power and hand tools; of safety regulations; of agency policies and procedures; of welding techniques; of basic math; and of basic electrical wiring and repair.
- Ability to operate light and heavy equipment; to use hand tools; to perform arithmetical calculations; to measure accurately; to communicate effectively verbally and in writing; to analyze situations and determine appropriate action; to operate power tools; and to follow instructions.

Minimum Qualifications:

- High school diploma or equivalent plus any combination of education, training and experience in buildings and grounds maintenance or construction totaling 2 years.
- Must provide own hand tools to perform job duties.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed both in an office and outside in varied weather conditions. Work schedule may include shift and weekend hours. Manual dexterity required. Walking, bending, stooping, climbing, carrying and lifting up to 50 lbs. required. May be exposed to hazards such as heavy equipment, power tools, boilers, heights, dust, odors, fumes, chemicals, and infectious diseases.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.